

15 December 1980

MEMORANDUM FOR:
FROM :
SUBJECT : Request for Information

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Request you provide the following:

1. Organization Charts and Office Function Description: Do you have a handy 8" x 10" book describing, with charts, the organization, functions and duties of the offices in CIA and the IC Staff? Need soonest.

2. Communications: Could you provide us a paper on the status of CIA communications and your recommendations for improvements. Need soon, by Wednesday.

3. Advisory Committees: Could you provide us, by December 19, a paper on Advisory Committees to the CIA and DCI (including authority, mission, role, schedule, membership, relationship, budget, staffing, etc.).

4. Other: We would welcome any additional papers, memoranda or suggestions for issues you think the CIA Transition Team should review.

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